INSPECTION (PART-I & II)

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FOOD SAFETY

- Assurance that food is acceptable for human consumption according to its intended use.
- The scientific discipline and set of practices for handling, preparing, and storing food to prevent contamination and foodborne illnesses, ensuring food is safe to eat by controlling bacteria, viruses, parasites, and chemicals from farm to consumer.
- It involves key steps like proper hygiene, temperature control, preventing cross-contamination, and maintaining cleanliness, protecting public health from harmful hazards

How is Food Safety Achieved?

- Through the **Food Safety and Standards Authority of India (FSSAI)**
- Setting science-based standards
- Regulating the entire food chain (manufacture, storage, distribution, sale, import).
- Enforcing licenses/registrations for businesses.
- **Conducting Inspections,**
- Promoting awareness (like the 'Eat Right India' movement),
- Using technology like mobile labs and rapid testing kits.

Under Food Safety and Standards Act, 2006 (FSSA) to ensure safe, wholesome food for consumers.

Powers of Inspection

Section 38 of Food Safety and Standards Act 2006 : Powers of Food Safety Officer

Sub-Section:5: The Food Safety Officer shall, in exercising the powers of entry upon, and inspection of any place under this section, follow, as far as may be, the provisions of the Code of Criminal Procedure, 1973 (2 of 1974) relating to the search or inspection of a place by a police officer executing a search warrant issued under that Code

Section 29 (6): The Commissioner of Food Safety and The Designated Officer shall exercise the same powers as are conferred on the Food Safety Officer and follow the same procedure specified in this Act.

Plan of Inspection

Designated Officer: To Formulate Plan of Inspection based on:–	Risk associated with the Food Businesses,
	To enable the authorities to carry out the mandatory inspections of the premises of the Food Business Operators (FBOs) ensuring the safety of high risk food categories in a more systematic and intensive manner.
	A provision for exemption from the inspection based on the score of Third Party Audit or Hygiene Rating Scheme
	Commissioner of Food Safety is of the view that more number of inspections needs to be added for a particular Financial Year, he/she may give directions to the Designated Officers in addition
	Plan shall not preclude the Registration or Licensing Authorities from carrying out the inspections in the situation of the health risk or food safety emergencies.

Types of Inspection

- Pre-Registration Inspection
- Pre-License Inspection
- Routine Inspection
- Follow-Up Inspection
- Inspection Before Renewal of License
- Inspection for Investigation of Complaint
- Inspection in Case of Food Safety Emergency
- Inspection in case of report of major non-conformity during Third Party Audit or Hygiene Rating Scheme
- Inspection of expired licenses
- Other Inspection

Pre-Registration Inspection

When a Petty Food Business Operator submits an application for Registration to the Registering Authority of the Concerned Area, an inspection may be ordered within seven days.

If the Registering Authority finds short comings,

1. Improvements
2. FBO Comply With the Improvements
3. Issuance of Registration Certificate

except Manufacturer/ Processors of Fortified Rice Kernels (FRKs) where it is mandatory to carry out inspection before issuing

Pre-License Inspection

The Designated Officer after receiving an application for license may assign inspection of the premise of the Food Business Operator to a Food Safety Officer.

The Food Safety Officer will inspect the premise and if he satisfies himself that the conditions of license are being compiled by the Food Business Operator, submits a report to the Designated Officer.

The Food Safety Officer may recommend the Designated Officer to issue improvement notice to the Food Business Operator, if he finds any short comings or deviation from the provisions of the Act & Regulations in the premise, at the time of inspection, giving the Food Business Operator an opportunity in order to comply with the conditions of license within a prescribed time limit.

This is basically a pre-informed inspection i.e. the Food Business Operator is given prior information before inspection.

No pre-licensing inspection is required except in case of Manufacturer/ Processors of Milk & Milk products, Meat & Meat products, Fish & Fish products, Fortified Rice Kernels (FRKs), Water and Slaughter houses, where inspection is mandatory before grant of license.

Routine Inspection

Food Safety Officer should carry out food safety inspections of the registered establishments at least once in a year as a part of routine inspection.

The Food Safety Officer should ensure that all conditions of license along with safety, sanitary and hygienic requirements provided in the Schedule 4 s are complied with at all times.

To achieve this Licensing Authority/Designated Officer shall ensure periodical food safety audit and inspection of the licensed establishments through the Food Safety Officers.

If Food Business Operator, Compliant to FSS Act and Regulations then FSO will submit a report to the Designated Officer.

If Food Business Operator, Non-Compliant to FSS Act and Regulations then FSO recommends the Designated Officer to issue a improvement notice

Basically a pre informed inspection but in rare cases it may be a surprise inspection where the Food Safety Officer has a reason to belief that the unit is not running as per the provisions of law.

Frequency of Mandatory Inspections

S.No	Kind of Business (KoB)	Food Product Category	Frequency of Inspection
1	Manufacturer / Processer	1, 8, 9, 10, 13, 16 & 18.1, 99.5(only FRK)	Once a year
		Other than 1, 8, 9, 10, 13, 16, 18.1 & 99.5 (only FRK)	Once in every two years
2	Food Service Establishments	All licensed FBOs	Once in every two years
3	Storage (Frozen, Refrigerated & Controlled Atmosphere)	All licensed FBOs of Milk and Milk products, Fish and Fish products, Meat and Meat products i.e FPC - 1, 8 and	Once in every two years
4	Transporter (Frozen & Refrigerated)*		Once in every two years
5	Other KoBs	5% of licensed FBOs and 2%	Once a year

Exemption from Inspections

Sr. No.	Eligible KoB		
1	All KoBs	Obtaining 80% or above score in FSSAI's Third Party Audit	2 years (two Financial Years i.e. First FY, in which Third Party Audit is conducted and succeeding FY)
2	Food Service Establishments, Meat Retail Shops, Sweet Shops, Bakery Retail Shops	Hygiene Rating 5 Smileys (Excellent)	2 years (two Financial Years i.e. First FY, in which Hygiene Rating Certificate has been awarded is conducted and

Follow-Up Inspection

To ensure and satisfy himself that the FBO has fulfilled improvement suggestions provided by the FSO either during Pre Registration Inspection or Routine Inspection.

1

On the directions of the Designated Officer, to ensure and satisfy himself that FBO has complied with all the suggestions mentioned in the improvement notice issued by the DO either at the time of Pre - License Inspection or Routine Inspection.

2

Follow up inspections must be done within 3 months of previous inspection or issue improvement notice.

4

At least 2% of FBOs who have undertaken Hygiene Rating in that financial year shall be inspected by FSOs

Inspection before Renewal/Modification of License:

Pre-renewal inspection is not mandatory.

It may be done in select cases for the reasons to be recorded usually based on previous inspection/audit score.

In case of modification of the license, inspection is not mandatory unless the modification is to include products type/ kind of business which were not manufactured/processed/ undertaken earlier and require inspection to be done.

Inspection for Investigation of Complaint:

- The Food Safety Officer should investigate any complaint which is made to him in writing in respect of any contravention of the provisions of the Act or Rules & Regulations made there under. This may be pre-informed or surprise inspection.
- Food businesses shall be inspected as soon as possible on receipt of the complaint, irrespective of any food product category.
- It should be invariably done within 15 days of receipt of the complaint

Inspection in case of Food Safety Emergency

The FSO will initiate investigation and inspect premises of the FBO as per guidelines laid down by FSSAI for management of food borne illness outbreaks in India.

This may be pre-informed or surprise inspection and needs to be done at the earliest

Inspection in Case of report of Major Non-conformity during Third Party Audit or Hygiene Rating Scheme:

- In case of referral of a major non-conformity by an auditor or agency during food safety audit or hygiene rating, an inspection of the premises must be done within 30 days of receipt of such information

Inspection of Expired Licenses

At least 1% of FBOs, whose licenses have expired in a given month, shall be inspected within next succeeding two months.

For rest of Food businesses whose licenses have expired (remaining 99% or less as the case may be), the DO shall give notices within 15 days from the month.

If there is no response received from the FBO within 15 days or if response is found unsatisfactory then the DO shall direct inspection of such food businesses.

Appropriate action on the basis of findings of inspection reports

Code of Ethics

Inspection should be conducted in a planned manner and as per schedule only after approval by the Designated Officer.

Improvement notices as per provisions of the act should be issued in place of penal measures wherever possible.

Electronic reporting of findings of inspection should be submitted by the Food Safety Officer within 24 hours to the supervisory officer and Food Safety Commissioner.

Confidentiality of outcome of inspection should be maintained by the officer unless required in public interest.

Food safety officers are prohibited from demanding/receiving any compensation directly or indirectly from food business operator or any other part.

Final decision and action shall be decided by supervisory officers within stipulated time.

Monitoring of inspection findings should be done in the steering committee meetings at the state level.

Grievance redressal mechanism should be made available/operational at the offices of designated officers and food safety commissioners' level.

General Principles for Inspections

- Inspection should be undertaken with the objective of bringing about systematic improvements rather than in the form of raids/searches and should be undertaken with prior notice to FBO unless the concerned officer has reason to believe/ definite information about serious food safety issues which could be in the contravention of FSS Act or the regulations made thereunder.
- It is mandatory to use the inspection checklist developed and prescribed by FSSAI for different KOBs.
- It is also mandatory that all inspections to be carried out only using Food safety compliance through regular inspection & sampling system (FoSCoRIS) developed by FSSAI. In case owing to any reason FoSCORIS app is not used, the report of inspection must be uploaded on FoSCoS within 24hrs of inspection. Any additional aspect may be inspected/ checked and recorded in the report

General Principles for Inspections

All inspections should be accompanied with sampling. In case sampling is not feasible to be carried out along with inspection, the reason for the same must be recorded in writing.

Local sensitivities/ festivals/ practices/media reports etc. need to be factored in while scheduling inspections.

E-Inspection- When regular inspection is not feasible (reason to be recorded in writing), e-inspection of FBO's premise/unit may be conducted. The authority may record the observations by the way of videos or images submitted by FBO.

General Principles for Inspections

The frequency where ever prescribed for any year, the year should be taken as financial year.

Mandatory Third Party Audit shall be conducted annually only for the Manufacturers/Processors holding Central License for high risk categories

The inspection of high risk food categories shall be carried out on priority and other inspections may be conducted only when mandatory inspections of all high risk food categories are exhausted.

Annexure 3: Conditions of License

- ***All Food Business Operators shall ensure that the following conditions are complied with at all times during the course of its food business.***

1.Display a true copy of the license granted in Form C shall at all times at a prominent place in the premises.

2. Give necessary access to Licensing Authorities or their authorised personnel to the premises

3. Inform Authorities about any change or modifications in activities /content of license.

4. Employ at least one technical person to supervise the production process. The person supervising the production process shall possess at least a degree in Science with Chemistry/Bio Chemistry/Food and Nutrition/ Microbiology or a degree or diploma in food technology/ Dairy technology/ dairy microbiology/ dairy chemistry/ dairy engineering/ oil technology /veterinary science /hotel management & catering technology or any degree or diploma in any other discipline related to the specific requirements of the business from a recognized university or institute or equivalent.

Annexure 3: Conditions of License

5. Furnish periodic annual return (1st April to 31st March), within upto 31st May of each year. For collection/ handling/ manufacturing of Milk and Milk Products half yearly returns also to be furnished as specified (1st April to 31st September before 30th November and 1st October to 31st March).

6. Ensure that no product other than the product indicated in the license/ registration is produced in the unit.

7. Maintain factory's sanitary and hygienic standards and worker's Hygiene as specified in the Schedule - 4 according to the category of food business.

8. Maintain daily records of production, raw materials utilization and sales separately.

9. Ensure that the source and standards of raw material used are of optimum quality.

Annexure 3: Conditions of License

10. Food Business Operator shall not manufacture, store or expose for sale or permit the sale of any article of food in any premises not effectively separated to the satisfaction of the licensing authority from any privy, urinal, sullage, drain or place of storage of foul and waste matter.

11. Ensure Clean-In-Place systems (wherever necessary) for regular cleaning of the machine & equipments.

12. Ensure testing of relevant chemical and/or microbiological contaminants in food products in accordance with these regulations as frequently as required on the basis of historical data and risk assessment to ensure production and delivery of safe food through own or NABL accredited /FSSA notified labs at least once in six months.

13. Ensure that as much as possible the required temperature shall be maintained throughout the supply chain from the place of procurement or sourcing till it reaches the end consumer including chilling, transportation, storage etc.

14. The manufacturer/importer/distributor shall buy and sell food products only from, or to, licensed/registered vendors and maintain record thereof.

Other conditions

1. Proprietors of hotels, restaurants and other food stalls who sell or expose for sale savouries, sweets or other articles of food shall put up a notice board containing separate lists of the articles which have been cooked in ghee, edible oil, vanaspati and other fats for the information of the intending purchasers.

2. Food Business Operator selling cooked or prepared food shall display a notice board containing the nature of articles being exposed for sale

Other conditions

3. Every manufacturer [including ghani operator] of wholesale dealer in butter, ghee, vanaspati, edible oils, Solvent extracted oil, de oiled meal, edible flour and any other fats shall maintain a register showing the quantity of manufactured, received or sold, nature of oil seed used and quantity of de-oiled meal and edible flour used etc. as applicable and the destination of each consignment of the substances sent out from his factory or place of business, and shall present such register for inspection whenever required to do so by the Licensing

4. No producer or manufacturer of vegetable oil, edible oil and their products shall be eligible for license under this Act, unless he has own laboratory facility for analytical testing of samples.

Schedule 4: General Hygienic and Sanitary practices

The establishment in which food is being handled, processed, manufactured, stored, distributed by the food business operator whether holder of registration certificate or a license as per the norms laid down in these regulations and the persons handling them should conform to the sanitary and hygienic requirement, food safety measures and other standards.

It shall also be deemed to be the responsibility of the food business operator to ensure adherence to necessary requirements.

These are the basic - compulsory requirements for ensuring safety of the food manufactured in any premise and FBOs shall continuously try to improve the sanitary and hygienic conditions at the premises with a goal of attaining India HACCP standards

Schedule 4: General Hygienic and Sanitary practices

- **Part- I :** General Hygienic and Sanitary practices to be followed by Petty Food Business Operators applying for Registration.
- **Part –II :** General Requirements on Hygienic and Sanitary Practices to be followed by all Food Business Operators applying for License
- **PART-III :** Specific Hygienic and Sanitary Practices to be followed by Food Business Operators engaged in manufacture, processing, storing and selling of Milk and Milk Products
- **PART- IV :** Specific Hygienic and Sanitary Practices to be followed by Food Business Operators engaged in manufacture, processing, storing and selling of Meat and Meat Products.
- **Part - V :** Specific Hygienic and Sanitary Practices to be followed by Practices to be followed by Food Business Operators engaged in catering / food service establishments

THIRD PARTY AUDIT

To strengthen the food safety surveillance system, FSSAI has envisaged audits of Food Business Operators through third party private auditing agencies.

To ensure food safety of the vast and extensive network of Food Businesses in India, the auditing of Food Businesses through FSSAI recognized auditing agencies in addition to the existing enforcement and inspection procedure is critical. For the same, FSSAI has notified the Food Safety and Standards (Food Safety Auditing) Regulation 2018.

FSSAI expects that this regulation will strengthen the food safety surveillance system in the country by encouraging self-compliance.

The regulation draws its powers from **Section 44 of the Food Safety and Standards Act, 2006**, which empowers the Food Authority to recognize an organization or an agency for carrying out food safety audit and checking compliance with the Food Safety Management Systems

THIRD PARTY AUDIT:MONITORING

(1) The monitoring mechanism shall include review of the audit reports and performance.

(2) Handling disputes:-

(i) The Central or the State Licensing Authorities shall be the contact point for Food Business Operator to engage in case of any dispute or disagreement with auditors.

(ii) In case of any non-cooperation or resistance to the working of the auditing agencies or auditors by food business operator, the same shall be referred to the Central or the State Licensing authorities for resolution.

(3) Record keeping:-

(i) The final conformance report and all other documents related to the audit conducted including the first audit report, actions taken and successive communications on rectification measures shall be preserved by the auditing agencies at least for a period of five years and full confidentiality of the documents shall be maintained.

(ii) Food Business Operator shall maintain all records of audit findings and rectification for a period of five years.

Prohibition Orders

It is issued under Section 33 of FSS Act, 2006

A legal order from a court or Food Safety Commissioner to immediately stop a food business from operating, using specific equipment, or selling certain products because there's a serious health risk (like contamination or unsafe practices) that needs urgent fixing, ensuring public safety by halting dangerous food activities until fixed

A prohibition order shall cease to have effect upon the court being satisfied, on an application made by the food business operator not less than six months after the prohibition order has been passed, that the food business operator has taken sufficient measures justifying the lifting of the prohibition order.

Emergency Prohibition Notices & Orders

It is issued under Section 34 of the FSS Act 2006.

Emergency Prohibition Notices and Orders are critical tools for Designated Officers (DOs) to swiftly stop food businesses causing serious health risks.

DO first serves a **notice** to the FBO, then applies to the Commissioner of Food Safety, who can then issue a formal **order**, stopping operations until the risk is eliminated, preventing public harm.

Preparations for Inspection

i) Pre-announcement (Except if inspection in response to complaint/violation)

(ii) Review inherent risk factors/products

(iii) Prepare for inspection (Time, dress, tools)

(iv) Schedule opening meeting

(v) Examine Records / study Schedule IV/GHP/GMP requirements and documents required to be maintained by the FBO.

(vi) Foresee food borne disease risk factors

(vii) Review facility's quality and safety management system/(documents)

FOOD SAFETY INSPECTION CHECKLISTS

FSSAI has developed inspection checklist for facilitating Food Safety Officers to efficiently inspect the Food Business Operators FBOs.

These inspection checklists are based on revised Schedule 4 of Food Safety & Standards (Licensing & Registration of Food Businesses) Regulation, 2011

Inspection checklist for facilitating Food Safety Officers to efficiently inspect Food Businesses as per Kind of Business

THE CHECKLISTS

GENERAL MANUFACTURING

MILK & MILK PRODUCT PROCESSING

MEAT PROCESSING

Fish and Fish Products Processing

Slaughter House – Meat

CATERING

RETAIL

TRANSPORT

STORAGE & WAREHOUSES

THE CHECKLIST

The inspection checklist includes food safety observations which will be given marks by the Food Safety Officers.

A marking and grading scheme has been developed to facilitate the Food Safety Officers in doing the inspection.

The inspection checklist has been divided into five major sections namely –

i. Design & facilities

ii. Control of Operation

iii. Maintenance & sanitation

iv. Personal Hygiene

v. Training & complaint handling

MARKING & GRADING SYSTEM

- The Food Safety Officer will inspect the facility of the FBO according to the requirements as laid down in the inspection checklist and accordingly will mark the findings.

1. **Compliance (C),**
2. **Non-compliance (NC),**
3. **Partial compliance (PC)**
4. **Not applicable/Not observed (NA).**

- All the requirements are allotted 2 marks and there are few requirements which are asterisk marked (*) which are allotted 4 marks.
- Non observance to any of the asterisk marked (*) finding will lead to Non-Compliance (NC), as they are critical to food safety

HOW TO GIVE MARKS?

Compliance - Yes, the requirement is fully documented and implemented. Adherence with the requirement with no major or minor conformance is observed.

Non-compliance - No, the requirement is not documented and implemented. Non adherence with the requirement with major non - conformance is observed.

Partial Compliance - Requirement is partially implemented but not documented or partially documented but not implemented.

Not Applicable/Not observed (NA) - Requirements are not applicable to FBO & hence cannot be observed.

FBO GRADING

- Sequentially awarding the marks as per the finding against the requirements,.
- Total marks are calculated & based on the final marks, grading of the FBOs is done.

Sr. No.	GRADE	STATUS	MARKS REQUIRED
1	A+	Compliance - Exemplar	90% & Above
2	A	Compliance - Satisfactory	80% to 89%
3	B	Needs Improvement	50% to 79%
4	NO GRADE	Non Compliance	Below 50%

CHECKLIS

Slaughter House - Meat

Date		FBO Name	
Food Safety Officer		FBO's representative	
FBO License No.		Address	

Indicate the following – Compliance (C), Noncompliance (NC), Partial Compliance (PC) or Not Applicable (NA)

S. No.	Audit Question	Scoring	
1	Food establishment has an updated FSSAI License & NOC from local authority.	2	
I	**Design & facilities**		
2	The premises have separate provision for the slaughter of different species of animals & for different methods of slaughter.	2	
3	There is an adequate resting area (lairage) with facility for watering and examination of animals or birds.	2	
4	The layout of the slaughter house is such that there is a forward movement from the introduction of the live animal to emergence of meat and offals without any possibility for overlap/intersection.	2	
5	Internal structure & fittings are made of non-toxic, impermeable materials which prevent the entry of dirt, dust & pest.	2	
6	Floors are impervious, epoxy coated and non-slippery.	2	
7	Walls are paved with imperious glazed tiles up to 1 meter height for poultry or small ruminant animals and upto5 metre for large animals & are epoxy coated.	2	
8	Windows & other openings are free from accumulated dirt, those which open are fitted with insect-proof screen.	2	
9	Doors are smooth, non-absorbent surface, close fitted & self-closing (where appropriate).	2	
10	Premises have sufficient lighting i.e 540 lux (inspection points), 220 lux (work room) & 110 lux (other areas).	2	
11	Adequate ventilation is provided within the premises.	2	
12	Personnel hygiene facilities are available including adequate number of toilets, hand washing facilities and change rooms. Hand washing facilities with warm or hot and cold water, adequate means to hygienically dry hands are provided adjacent to toilets and at entry to processing area.	2	
13*	***Clean potable cold water (meeting standards of IS 10500) with pressure hose pipes and supply of hot water is available in slaughter hall.***	4	
14	An equipped laboranory is available with qualified chemist/analyst & veterinary microbiologist.	2	
15	The equipment & containers (except for chopping blocks, cutting boards & trimms) are durable, made of corrosion resistant material which facilitates cleaning.	2	
II	**Control of operation**		
16	Animals suspected of infectious diseases are segregated and kept in separation.	2	
17	Humane methods are used for slaughtering. Animals are rested before slaughter to reduce stress. Slaughtering of animals is not done in sight of other animals. Stunning is done before slaughtering.	2	
18	Equipment used for stunning is maintained in good working condition.	2	
19	The dressing of the carcasses is not done on floor. Suitable hoists are provided to hang the carcasses before evisceration	2	
20	Knives and sharpners (mushtala) are of stainless steel and sterilised/ sanitised before use.	2	
21*	***All animals are subjected to ante-mortem examination and post mortem inspection by the authorised veterinarian as per the specified proforma.***	4	
22	When dressed meat has to stored without further immediate processing, such storage is maintained at 0°C to 7°C.	2	
23	Carcasses, parts and the organs thereof found to be healthy and fit for human consumption are marked as "inspected & passed". Carcass or parts thereof which is unfit for human consumption is marked as "inspected & condemned".	2	
III	**Sanitation, maintenance & waste disposal**		
24	Cleaning of equipment, food premises is done as per cleaning schedule & cleaning programme. (Floorings are washed daily. Lime washing, colour washing or paint washing is done at least once in 12 months.)	2	
25	Preventive maintenance of stunning equipment is carried out regularly as per the manufacturer's instructions.	2	
26	Blood, manure, garbage, filth or other refuse from any animal slaughtered and the hide, viscera and offals are removed from the slaughter house within 6 hours after completion of slaughtering in a manner not to cause contamination. The container or receptacle used for these wastes is thoroughly cleaned and disinfected immediately after use.	2	
27*	***Pest control programme is available and pest control activities are carried out by trained and experienced personnel.***	4	
28	No signs of pest activity or infestation in premises (eggs, larvae, faeces etc.)	2	
29	There is an efficient drainage system and all drains and gutters are properly and permanently installed fitted with traps and screens . The drainage system for blood is either underground with facility for easy cleaning or a portable receptacle with lid).	2	
30	Sufficient space is there for separation and storage of condemned carcasses. Destruction of condemned carcasses, organs or parts thereof shall be carried out under the direct supervision of the authorised veterinarian.	2	
31	Slaughter house refuse and waste material is suitably processed to prepare animal by product or dumped in pits that are suitably covered.	2	
32	For large slaughter house, ETP is required. Disposal of sewage and effluents is done in conformity with standards laid down under Environment Protection Act, 1986.	2	
IV	**Personal Hygiene**		
33	Annual medical examination & inoculation of food handlers against the enteric group of diseases as per recommended schedule of the vaccine is done. Check for records.	2	
34	No person suffering from a disease or illness or with open wounds or burns is involved in handling of food or materials which come in contact with food.	2	
35*	***Food handlers maintain personal cleanliness (clean clothes, trimmed nails &water proof bandage) and personal behaviour (hand washing, no loose jewellery, no smoking, no spitting etc).***	4	
36	Food handlers are equipped with suitable aprons, gloves, headgear, shoe cover etc.	2	
V	**Training & records keeping**		
37	Internal / External audit of the system is done periodically. Check for records.	2	
38	Food Business has an effective consumer complaints redressal mechanism.	2	
39	Food handlers have the necessary knowledge and skills & trained to handle food safely. Check for training records.	2	
40*	***Appropriate documentation & records are available and retained for a period of one year or the shelf life of the product, whichever is more.***	4	

Total points ...../90

Asterisk mark (*) questions may significantly impact food safety & therefore must be addressed as a priority. Failure in any of the asterisk mark questions, will lead to Non-compliance

Grading –

☐	**A***	81 - 90	Compliance – Exemplar
☐	**A**	72 - 80	Compliance – Satisfactory
☐	**B**	45 - 71	Needs improvement
☐	**No grade**	<45	Non Compliance

FORMS : Part of Food Safety and Standards Rules, 2011.

- FORM I: **FORM OF AFFIDAVIT:**
- Seizure of books of account and other documents.

FORM I

FORM OF AFFIDAVIT

Seizure of books of account and other documents

(*Refer Rule 2.2.2*)

I, son of/wife of/daughter of Mr. _____, aged about _____ years and residing at _____ do hereby solemnly affirm and sincerely state as follows:

1. I am the sole proprietor/Partner/Director/employee of _____Private Ltd/Limited (here give the name of the firm or Company) having its Office/carrying on business//Registered Office at _____.

2. I say that on _____ at about __a.m./p/m., the Food Safety Officer,_____(here give the area of operation of the Food Safety Officer) inspected/searched the premises at _____ where I am/ _____Private Ltd./Limited is carrying on business. During the course of such inspection/search, the Food Safety Officer has seized certain books of account and documents relating to the business.

3. I say that the books of accounts and other documents seized during the inspection/search are required for carrying on business and hence it is necessary that they be returned to me immediately.

4. At my request, the Food Safety Officer has agreed to return the books of account and other documents so seized during the inspection/search, subject to my providing him extracts or copies of such books of account and other documents. The Food Safety Officer has given me the details of the extracts or the copies required by him.

5. I say that I have caused the extracts/copies so required to be taken in the presence of the Food Safety Officer/_____ (name) an officer working in the department of the Food Safety Officer.

6. I confirm and declare that the extracts/copies annexed to this Affidavit are the true, authentic and genuine extracts/copies of books of account/other documents seized on _____ and in confirmation thereof, I have initialed each page of such extracts/copies.

7. I am aware that based on the solemn declarations given in this Affidavit, the Food Safety Officer has agreed to return the books of accounts and other documents seized as aforesaid on _____.

8. I hereby undertake to produce the books and accounts and other documents or any part thereof at any time as may be required by the Designated Officer or by the Food Safety Officer or before any inquiry proceedings or before any adjudication proceedings that may be initiated by the Food Safety Officer against me or against _____Private Ltd./Limited or both..

(SIGNATURE OF THE DEPONENT)

Solemnly affirmed and signed before me this ____ of ____ Notary Public._____

FORM II:

SEIZURE MEMO

FORM II

SEIZURE MEMO

[Refer Rule 2.3.1]

*In exercise of the power delegated to me under section38 of the FSS Act, I hereby seize/detain the under mentioned food products/documents which contravene the provision of section———————————————————— — of this Act at the premises of M/S————————————————

FORM III: FORM of ORDER of SEIZURE

FORM III

FORM OF ORDER OF SEIZURE

[Refer Rule 2.3.2.(1)]

To

(Name and address of the Food Business Operator) .....
.....
.....

Whereas below mentioned articles of food....intended for sale which is in your possession appears to me to be adulterated/ misbranded under in violation of section————————————

————————————of FSS Act:

Sl.No.	Name of the products	Batch No.	No of units	Qty in kgs .
1.				
2.				
3.				
4.				
5.				

Now therefore under clause (*c*) of sub-section (1) of section 38 of the Food Safety and Standards Act, 2006 (34 of 2006), I hereby direct you to keep in your safe custody the said sealed stock subject to such orders as may be issued subsequently in relation thereto.

Food Safety Officer
Area..... ....

Place:
Date:

FORM IV: FORM of SURETY BOND

FORM IV
[Refer Rule 2.3.2.(2)]

FORM OF SURETY BOND

Know all men by these present that we (*i*) .....son of .....resident of .....and (*ii*) ..... son of .....resident of .....proprietors/partners/employees of Messers .....hereinafter called the Food Business Operator (s) and (*iii*).....son of .....resident of .....and (*iv*) .....son of .....resident of.....hereinafter called the surety/sureties are held and firmly borne up to the President of India/Governor of.....hereinafter called the government in the sum of .....rupees to be paid to the government, for which payment will and truly be made.

We firmly bind ourselves jointly and severally by these presents.

Signed this .....day of .....whereas Shri.....Food Safety Officer has seized.....(here, insert the description of materials together with number/quantity and total price hereinafter referred to as the said article) from .....(specify the place);

Whereas on the request of the Food Business Operator(s) the government has agreed to keep the said article in the safe custody of the Food Business Operator(s) executing a bond in the terms hereinafter contained and supported by surety/ two sureties which the Food Business Operator(s) has/have agreed to do. Now the condition of the above written obligation is such that if in the event of the Food Business Operator(s) failure to produce intact the said article before such court or Authority and on such dates(s) as may be specified by the said Food Safety Officer from time to time the Food Business Operator(s) and /or the surety/sureties forthwith pay to the government on demand and without a demur sum of .....rupees and there after the said bond will be void and of no effect. Otherwise the same shall be and remain in full force and virtue.

These presents further witness as follows:

(*i*) The liability of the surety/sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance, act or omission of the government whether with or without the knowledge or consent of the sureties or either of them in respect of or in relation to all or any of the obligations or conditions to be performed or discharged by the Food Business Operator(s). Nor shall it be necessary for the government to sue the Food Business Operator(s) before suing the sureties or either of them for the amount due, hereunder.

(*ii*) This Bond is given under the Food Safety and Standards Act,2006 for the performance of an Act in which the public are interested.

(*iii*) The government shall bear the stamp duty payable on these presents.

In witness whereof these presents have been signed by the Food Business Operator(s) and the surety/sureties the day hereinabove mentioned and by Shri.....on behalf of the President of India on the date appearing below against his signature.

Witnesses:
1..... (Signature)
(Name and address).....

2..... (Signature)
(Name and address).....

Version I, 01.04.2025

Signature..... (*Food Business Operator*).....

Signature..... (*Food Business Operator*).....

Signature..... (Surety).....
Signature..... (Surety).....

for and on behalf of the
President
of India / governor of state of.

Signature.....
(Designation).....

FORM VA: FORM OF NOTICE TO THE FOOD BUSINESS OPERATOR

[FORM V A

(See rule 2.4.1. (3))

Form of Notice to the Food Business Operator

To .....

.....

Dear Sir/s/ Madam:

I have this day taken the samples of food from premises/shop/market of .....situated at .....as specified below to have the same analysed by the Food Analyst for _____.

Details of food:

Batch number if available:

Parameter to be tested:

1. As per the Food Safety and Standards Authority of India Standards for the specific products

2. Any additional test to be performed if any

Place:
Date:

(Sd/-) Food Safety Officer/
Authorized Officer.

Address:

Acknowledgement:

Sign of Food Business Operator

Witnesses

Witnesses][4]

FORM VB: FORM OF NOTICE TO BE GIVEN BY PURCHASER

FORM V B

(form of notice to be given by purchaser)

(*Refer Rule 2.4.4 (2)*)

To

.....

.....

Dear Sir/s/ Madam:

I have this day taken the samples of food from premises/shop/ market of .....situated at .....as specified below to have the same analysed by the Food Analyst for _____.

Details of food:

Code number:

Parameter to be tested:

1. As per the FSSAI Standards for the specific products
2. Any additional test to be performed if any

Place:

Date:

Address:

FORM VI: MEMORANDUM TO FOOD ANALYST

[FORM VI

(See rule 2.4.1(11))

MEMORANDUM TO FOOD ANALYST

From: ..... Date: ____

.....

To

Food Analyst

.....

.....

MEMORANDUM

(See rule 2.4.1(11))

1. The sample specified below is being forwarded herewith for analysis under __ of __ of section ___ of Food Safety and Standards Act, 2006 (34 of 2006).

(i) Code Number

(ii) Date of collection

(iii) Name, Nature of articles submitted for analysis

(iv) Name, Nature and quantity of preservative, if any, added to the sample.

(v) quantity and number of sample

(vi) Special request with reason

(vii)any additional relevant information

(viii) Parameter to be tested

(a) As per the Food Safety and Standards Authority of India Standards for the specific products
(b) Any additional test to be performed if any

2. A copy of this memo and specimen impression of the seal used to seal the packet of sample are being forwarded separately by post or courier or hand delivery (strike out whichever is not applicable)

(Sd/) Food Safety Officer Address:

Address:]⁴

FORM VII A: REPORT OF THE FOOD ANALYST

[Form VII A

Report of the Food Analyst

[See rule 2.4.2(5) and 2.4.4 (6)]

Report No._____.

Certified that I _____ (name of the Food Analyst) duly appointed under the provisions of Food Safety and Standards Act, 2006 (34 of 2006), for _____ (name of the local area) received from _____* a sample of ____, bearing Code number and Serial Number _____ of Designated Officer of _____ area* on_____(date of receipt of sample) for analysis.

The condition of seals on the container and the outer covering on receipt was as follows:

_____

I found the sample to be ..... (category of the sample) falling under Regulation No.____ of _____. The sample **was in a condition fit for analysis and has been analysed on _____ (give date of starting and completion of analysis) and the result of its analysis is given below/** was not in a condition fit for analysis for the reason given below:

Reasons:

.....

.....

Analysis report

(i) Sample Description

.....

(ii) Physical Appearance

.....

Sl No.	Quality characteristics	Nature of method of test used	Result	Prescribed standards as per a. As per provisions of the Act, and the rules and regulations made thereunder b. As per label declaration for proprietary food
1				
2				
3				
4				
5				
6				

Opinion***

Signed this _____ day of _____ 20

(Sd/-) Food Analyst.

Address:

* Give the details of the senders

** Strike out whichever is not applicable

*** When opinion and interpretation are included, document the basis upon which the opinions or interpretations have been made.]⁴

FORM VIII: APPEAL BEFORE THE DESIGNATED OFFICER

FORM VIII

[Refer Rule 2.4.6 (1)]

FORM OF APPEAL BEFORE THE DESIGNATED OFFICER

APPEAL BEFORE THE DESIGNATED OFFICER

(PLACE)

In the matter of appeal under section 46 (4) of The Food Safety and Standards Act 2006 (34 of 2006)

AND

In the matter of appeal against the report dated ___ from the Food Analyst

1. No. and date of the report of the Food Analyst against which the appeal is being preferred
2. Brief details of the facts and the grounds on which the report is being challenged
3. Relief being claimed

Signature of Appellant

FORM IX:
NOMINATION OF PERSON BY THE COMPANY

FORM NO. IX
(Form of Nomination - Refer rule 2.5.1)

NOMINATION OF PERSONS BY A COMPANY

Being the proprietor or a signatory authorized by the board of directors of the company in terms of Rule 2.5.1 (2), I do hereby gives notice that the following persons(s) is/are nominated as the person(s) in charge of establishment, branch or the unit mentioned against the name of the person(s) and shall be responsible and liable for food safety or any contravention of the Act and rules/regulations or directions issued thereunder in respect of the concerned establishment/branch/unit.

The person(s) shall take all such steps as may be necessary to prevent the commission by the Company of any offence under and comply with the provisions of Food Safety and Standards Act, 2006 and the Rules and Regulations made thereunder.

Branch wise/office wise nomination.

Establishment/branch/unit name	Name and Sign of Person i/c
1.	1.
2.	2.
3.	3.

A certified copy of the resolution of the board regarding the authorized signatory, dated _____ is enclosed.

Place:_____ For _____ Ltd./Private Ltd.

Date:_____

1. Authorized signatory of the

company

Place:

Date:

FORM X: FORM OF APPEAL BEFORE FOOD SAFTY APPELATE TRIBUNAL

FORM X
(Refer Rule (*i*) of 3.3.1 (2))

FORM OF APPEAL

BEFORE THE FOOD SAFETY APPELLATE TRIBUNAL
(PLACE OF THE TRIBUNAL)

In the matter of Food Safety and Standards Act, 2006

(34 of 2006)

AND

In the matter of appeal against the order dated ___ passed by the Adjudicating Officer, (Place)

APPEAL NO. ___ OF ___

A.B. Appellant

Vs

C.D ... Respondent

For use in Appellate Tribunal's office
Date of presentation in the registry Date of receipt by post
Registration No.

Signature
(Registrar)

INDEX

(Specimen Index)

Sl No.	EXHIBIT	PARTICULARS	No.	Page
1.		Memorandum of Appeal		
2.	A	Copy of the Show Cause Notice dated ___ issued by the Adjudicating Officer		
3.	B	Copy of the Reply dated __ sent by the Appellant to the Show Cause Notice.		
4.	C	Copy of the letter dated ___ sent by the Appellant to the Adjudicating Officer		
5.	D	Copy of the impugned order dated ____		

MEMORANDUM OFAPPEAL

1. Particulars of the Appellant
(*i*) Name of the Appellant: A B
(*ii*) Address of the Appellant:
(*iii*) Address for service of all notices
(*iv*) Telephone/Fax No.
E-mail address, if any

2. Particulars of the Respondent
(*i*) Name of the Respondent: C.D.
(*ii*) Address of the Respondent:
(*iii*) Address for service of all notices
(*iv*) Telephone/Fax No.
e-mail address, if any

3. Jurisdiction of the Appellate Tribunal
The Appellant declares that the matter of appeal falls within the jurisdiction of the Appellate Tribunal.

4. Limitation
The Appellant further declares that the appeal is within the limitation as prescribed in Rule 3.3.1 (2)

5. Facts of the case
Here give a concise statement of facts of the case and grounds of appeal against the specified order, in a chronological order, each paragraph containing as neatly as possible as separate issue, fact or otherwise)

6. Relief(s) sought
In view of the facts mentioned in paragraph 5 and the grounds on which the impugned order is challenged, the Appellant prays for the following relief(s)
(Here specify the relief(s) sought and the legal provision, if any, relied upon)

7. Interim relief(s) sought (if prayed for)
Pending the final decision in the appeal, the Appellant seeks the following interim relief (s).
(Here specify the interim relief(s) prayed for and the reasons therefore)

8. Matters not pending with any other court
The Appellant further declares that the matter regarding which this appeal has been filed, is not pending before any court of law or any other authority or any other Tribunal.

9. Particulars of fee paid
(*i*) Amount of fee Rs.____
(*ii*) Name of the bank on which the Demand Draft is drawn ____ Bank
(*iii*) Demand draft No. and date

10. Details of Index
An index containing the details of the documents relied upon is enclosed.

11. List of enclosures

(Signature of the Appellant)

FORM XI: CERTIFICATE OF ANALYSYS BY THE REFERRAL LABORATORY

[FORM XI

(See rule 2.4.6(3))

CERTIFICATE OF ANALYSIS BY THE REFERRAL FOOD LABORATORY

Certificate No. .....

Certificate that the sample, bearing number .....purporting to be a sample/of ..... was received on ..... with Memorandum No. ..... Dated ..... From ..... [Name of the Court] ..... for analysis. The condition of seals on the container and the outer covering on the receipt was as follows: .....

.....

I ..... (name of the Director)_ ..... found the sample to be ..... (Category of food sample) ..... falling under Regulation No. ..... of Food Safety and Standards(Food Products and Food Additive) Regulations, 2011. The sample was in a condition fit for analysis and has been analyzed on ..... (Give date of starting and completion of analysis) ..... and the result of its analysis is given below /*was not in a condition fit for analysis for the reasons given below:—

Reason: —

.....

Analysis Report: —

(i) Sample Description: — .....

(ii) Physical Appearance: — .....

(iii) Label: — .....

Sl.No.	Quality Characteristics	Characteristics Name of the Method of the test used Results Prescribed Standards as per:- (a) As per Food Safety and Standards (Food Products and Food Additive) Regulations, 2011 (b) As per label declaration for proprietary foods (c)As per the provisions of the Act and Regulations, for both above
1.		
2.		
3.		
4.		
5.		
6.		

Opinion **

Place:

Date:

(Signature)
Director Referral Food Laboratory

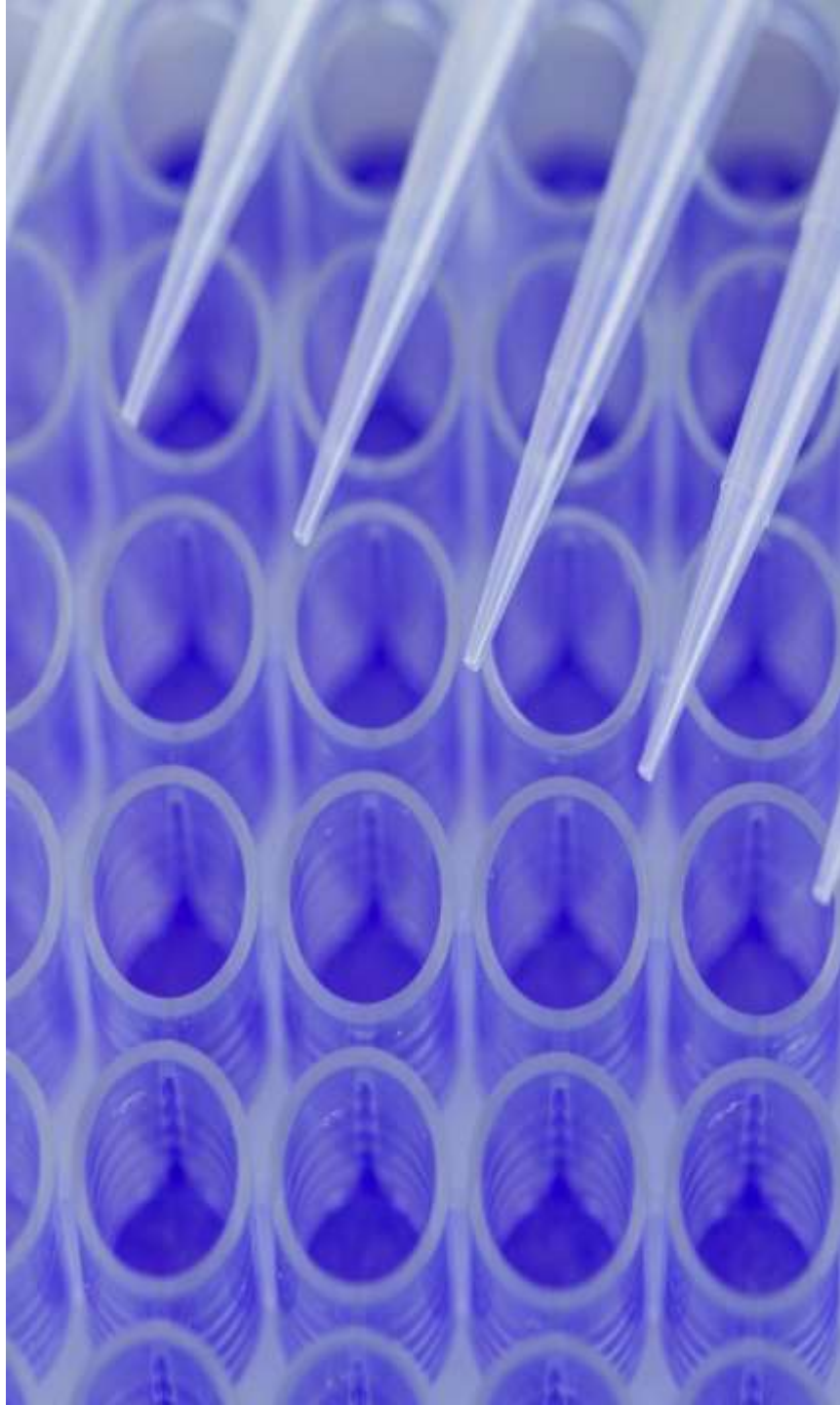
(Seal)

* Strike out whichever is not applicable.

** When opinion and interpretation are included, document the basis upon which the opinions/interpretations have been made.][4]

FSSAI SAMPLING KIT

- **General Sampling Tools:** Sterile gloves, sanitizing solution, stainless steel (SS) instruments (forceps, spatulas, scoops), sterile/clean/dry containers (jars, bottles, bags) for collecting representative samples, as per guidelines.
- **Rapid Analytical Food Testing (RAFT) Kits:** These are pre-approved devices for specific tests:
  - **Microbiological Testing:** Kits for detecting pathogens (like *E. coli*, *Staphylococcus aureus*) or general microbial counts (yeast, mold) in water, milk, and food.
  - **Adulteration Detection:** Kits or methods for identifying adulterants in edible oils, milk, spices (e.g., detecting Rhodamine B on ragi), or detecting impurities in grains.
  - **Examples:** Compact Dry media, Petrifilm, or specific Biomerieux systems.



Purpose & Usage:

Regulatory & Surveillance: Field officers use them for quick checks on the go, often from Mobile Food Vans (Food Safety on Wheels), for faster, real-time results.

Industry Quality Control: Food manufacturers use them for in-house testing to ensure products meet FSSAI standards.

Representative Sampling: The process involves drawing a small portion (sample) that truly represents the whole batch for accurate analysis.

VISUAL INSPECTION

- LOCATION & PREMISES
- FACILITIES
- PRODUCT HANDLING
- STORAGE & TRANSPORT
- CLEANING & MAINTENANCE
- FOOD TESTING
- RECORD KEEPING & COMPLAINT HANDLING
- PACKING & LABELING

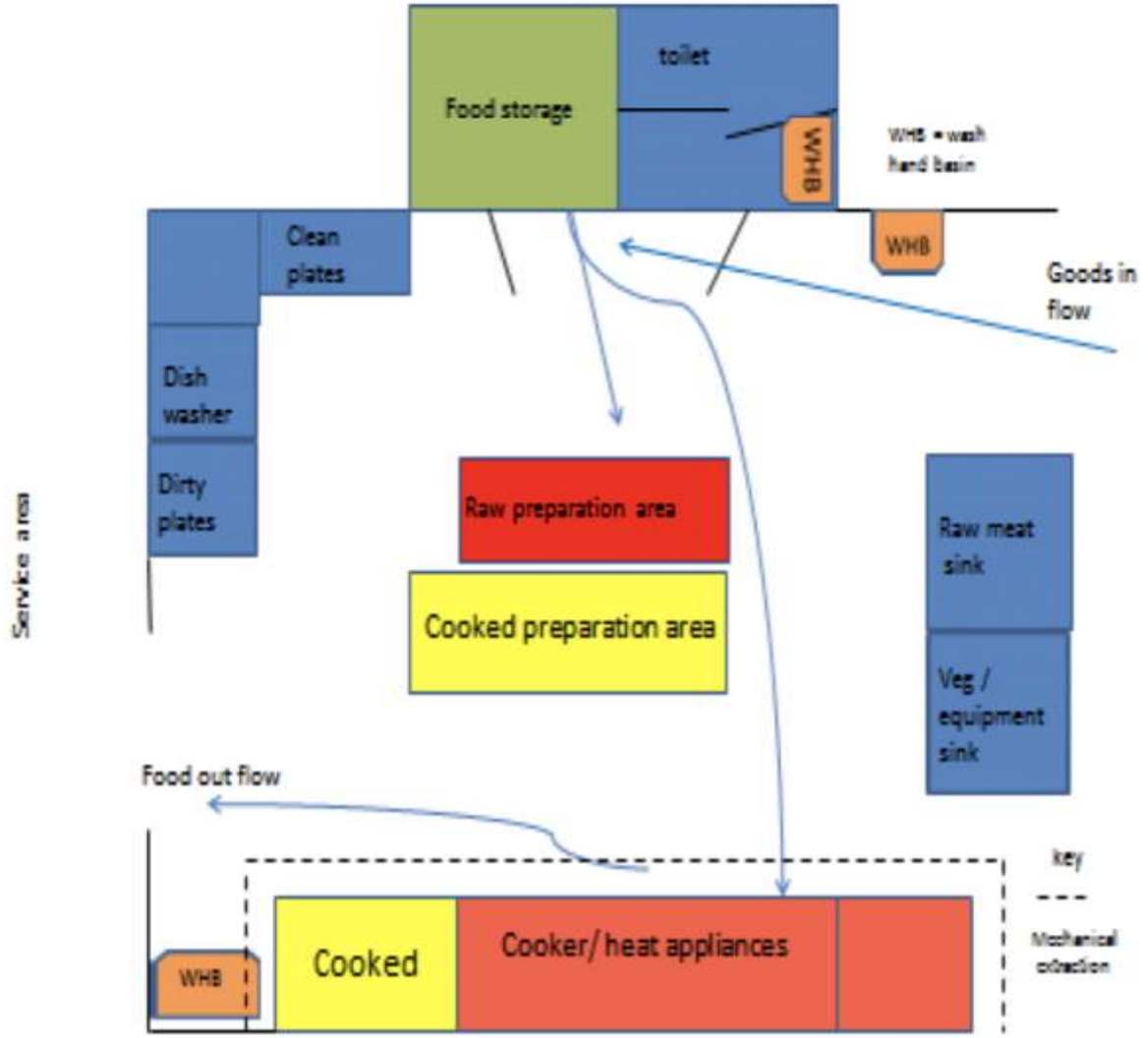
LOCATION & PREMISES

LOCATION:

- 1.1 Food Establishment shall ideally be located away from environmental pollution and industrial activities that produce disagreeable or obnoxious odour, fumes, excessive soot, dust, smoke, chemical or biological emissions and pollutants, and which pose a threat of contaminating food areas that are prone to infestations of pests or where wastes, either solid or liquid, cannot be removed effectively.
- 1.2 In case there are hazards of other environment polluting industry located nearby, appropriate measures should be taken to protect the manufacturing area from any potential contamination.
- 1.3 The manufacturing premise should not have direct access to any residential area.

LAYOUT & DESIGN OF PREMISES

- The layout of the food establishment shall be such that food preparation / manufacturing processes are not amenable to cross-contamination from other pre and post manufacturing operations like goods receiving, pre-processing (viz. packaging, washing / portioning of ready-to-eat food etc).



Example of linear flow of an ideal kitchen layout.

SURFACES

- 2.1 Floors, ceilings and walls must be maintained in a sound condition to minimize the accumulation of dirt, condensation and growth of undesirable moulds. They should be made of impervious material and should be smooth and easy to clean with no flaking paint or plaster.
- 2.2 Doors shall also be made of smooth and non-absorbent surfaces so that they are easy to clean and wherever necessary, disinfect.
- Surfaces in rooms in which open food is prepared, handled or stored (including equipment surfaces) must be: 1. Smooth 2. Impervious / Non-absorbent Washable 3. Non-toxic 4. Non-corrosive 5. Durable in order to permit adequate cleaning and disinfection and to minimise the risk of contamination.

EXAMPLES

Some examples of acceptable materials are, ceramic tiles, plastic wall board, stainless steel.

- Some examples of unacceptable material are, breeze block, carpet, artex .

THE FLOOR

- 2.3 The floor of food processing / food service area shall have adequate and proper drainage and shall be easy to clean and where necessary, disinfect. Floors shall be sloped appropriately to facilitate drainage and the drainage shall flow in a direction opposite to the direction of food preparation / manufacturing process flow.

THE OPENINGS

- 2.4 Adequate control measures should be in place to prevent insects and rodents from entering the processing area from drains.
- 2.5 Windows, doors & all other openings to outside environment shall be well screened with wire-mesh or insect-proof screen as applicable to protect the premise from fly and other insects / pests / animals & the doors be fitted with automatic closing springs. The mesh or the screen should be of such type which can be easily removed for cleaning.

SURROUNDINGS

- 2.6 No person shall manufacture, store or expose for sale or permit the sale of any article of food in any premises not effectively separated to the satisfaction of the licensing authority from any privy, urinal, sullage, drain or place of storage of foul and waste matter.

EQUIPMENT & CONTAINERS

3.1 Equipment and containers that come in contact with food and used for food handling, storage, preparation, processing, packaging and serving shall be made of corrosion free materials which do not impart any toxicity to the food material and should be easy to clean and /or disinfect (other than disposable single use types).

3.2 Equipment and utensils used in the preparation of food shall be kept at all times in good order and repair and in a clean and sanitary condition. Such utensil or container shall not be used for any other purpose.

EQUIPMENT & CONTAINERS

3.3 Every utensil or container containing any food or ingredient of food intended for sale shall at all times be either provided with a properly fitted cover/lid or with a clean gauze net or other material of texture sufficiently fine to protect the food completely from dust, dirt and flies and other insects.

3.4 No utensil or container used for the manufacture or preparation of or containing any food or ingredient of food intended for sale shall be kept in any place in which such utensil or container is likely by reason of impure air or dust or any offensive, noxious or deleterious gas or substance or any noxious or injurious emanations, exhalation, or effluvium, to be contaminated and thereby render the food noxious.

EQUIPMENT & CONTAINERS

3.5 Equipment shall be so located, designed and fabricated that it permits necessary maintenance and cleaning functions as per its intended use and facilitates good hygiene practices inside the premise including monitoring and audit.

3.6 Appropriate facilities for the cleaning and disinfecting of equipments and instruments and wherever possible cleaning in place (CIP) system shall be adopted.

3.7 Equipment and containers for waste, by-products and inedible or dangerous substances, shall be specifically identifiable and suitably constructed.

EQUIPMENT & CONTAINERS

3.8 Containers used to hold cleaning chemicals and other dangerous substances shall be identified and stored separately to prevent malicious or accidental contamination of food.

3.9 If required, a waste water disposal system / effluent treatment plant shall be put in place.

3.10 All items, fittings and equipments that touch or come in contact with food must be:

a. kept in good condition in a way that enables them to be kept clean and wherever necessary, to be disinfected.

b. Chipped enameled containers will not be used. Stainless steel /aluminum / glass containers, mugs, jugs, trays etc. suitable for cooking and storing shall be used. Brass utensils shall be frequently provided with lining

FACILITIES: 4.1 Water Supply:

- 4.1.1 Only potable water, with appropriate facilities for its storage and distribution shall be used as an ingredient in processing and cooking.
- 4.1.2 Water used for food handling, washing, should be of such quality that it does not introduce any hazard or contamination to render the finished food article unsafe.
- 4.1.3 Water storage tanks shall be cleaned periodically and records of the same shall be maintained in a register.
- 4.1.4 Non potable water can be used provided it is intended only for cleaning of equipment not coming in contact with food.
- 4.1.5 Non potable water pipes shall be clearly distinguished from those in use for potable water.

FACILITIES : 4.2 For Cleaning Utensils / Equipments

- Adequate facilities for cleaning, disinfecting of utensils and equipments shall be provided. The facilities must have an adequate supply of hot and cold water if required.

FACILITIES: 4.3 Washing of Raw Materials

- Adequate facilities for washing of raw food should be provided. Every sink (or other facilities) for washing food must have an adequate supply of hot and/or cold water. These facilities must be kept clean and, where necessary, disinfected. Preferably, sinks which are used for washing raw foods shall be kept separate and that should not be used for washing utensils or any other purposes.

FACILITIES: 4.4 Ice and Steam

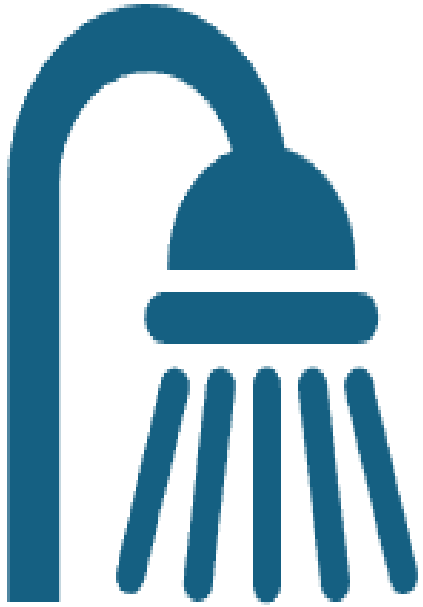
Ice and steam used in direct contact with food shall be made from potable water.

Ice and steam shall be produced, handled and stored in such a manner that no contamination can happen

FACILITIES: 4.5 Drainage & Waste Disposal

- 4.5.1 Food waste and other waste materials shall be **removed periodically** from the place where food is being handled or cooked or manufactured to avoid building up. **A refuse bin of adequate size with a proper cove**r preferably one which need not be touched for opening shall be provided in the premises for collection of waste material. This shall be emptied and washed daily with a disinfectant and dried before next use.
- 4.5.2 The **disposal of sewage and effluents** (solid, liquid and gas) shall be in conformity with requirements of Factory / Environment Pollution Control Board. Adequate drainage, waste disposal systems and facilities shall be provided and they shall be designed and constructed in such manner so that the **risk of contaminating food or the potable water supply is eliminated.**
- 4.5.3 Waste storage shall be located in such manner that it does not contaminate the food process, storage areas, the environment inside and outside the food establishment and **waste shall be kept in covered containers and shall be removed at regular intervals.**
- 4.5.4 Periodic disposal of the refuse / waste should be made compulsory. and shall be disposed of in an appropriate **No waste shall be kept open inside the premise** manner as per local rules and regulations including those for plastics and other non environment friendly materials.

FACILITIES: 4.6 Personnel Facilities & Toilets



- **4.6.1 Wash Basins** and a **Supply of Hot and /or Cold Water**; **Separate lavatories**, of appropriate hygienic design, for males and females separately; and **Changing Facilities** for personnel
- **4.6.2 Number of toilets** should be adequate depending on the number of employees (male /female) in the establishment and they should be made **aware of the cleanliness requirement** while handling food.
- **4.6.3 Rest and refreshments rooms** shall be separate from food process and service areas and these areas shall not lead directly to food production, service and storage areas.
- **4.6.4 A Display Board** mentioning **Do's & Don'ts** for the workers shall be put up inside at a prominent place in the premise in English or in local language for everyone's understanding.

FACILITIES: 4.7 Air Quality & Ventilation

- Ventilation systems natural and /or mechanical including air filters, exhaust fans, wherever required, shall be designed and constructed so that air does not flow from contaminated areas to clean areas.

FACILITIES:
4.8 Lighting

- Natural or artificial lighting shall be provided to the food establishment, to enable the employees/workers to operate in a hygienic manner. Lighting fixtures must wherever appropriate, be protected to ensure that food is not contaminated by breakages of electrical fittings.

PRODUCT HANDLING: 5.1 Procurement of Raw Materials

- 5.1.1 No raw material or ingredient thereof shall be accepted by an establishment if it is known to contain parasites, undesirable micro-organisms, pesticides, veterinary drugs or toxic items, decomposed or extraneous substances, which would not be reduced to an acceptable level by normal sorting and/or processing.
- 5.1.2 All raw materials, food additives and ingredients, wherever applicable, shall conform to all the Regulations and standards laid down under the Act.
- 5.1.3 Records of raw materials, food additives and ingredients as well as their source of procurement shall be maintained in a register for inspection.
- 5.1.4 All raw materials should be checked & cleaned physically thoroughly.

PRODUCT HANDLING: 5.1 Procurement of Raw Materials

- 5.1.5 Raw materials should be purchased in quantities that correspond to storage/ preservation capacity.
- 5.1.6 Packaged raw material must be checked for 'expiry date'/ 'best before'/ 'use by' date, packaging integrity and storage conditions.
- 5.1.7 Receiving temperature of potentially high risk food should be at or below 5 0C
- 5.1.8 Receiving temperature of frozen food should be -18 0C or below.

PRODUCT HANDLING: 5.2 Storage of Raw Materials & Food

5.2.1 FOOD STORAGE FACILITIES SHALL BE DESIGNED AND CONSTRUCTED TO ENABLE FOOD TO BE EFFECTIVELY PROTECTED FROM CONTAMINATION DURING STORAGE; PERMIT ADEQUATE MAINTENANCE AND CLEANING, TO AVOID PEST ACCESS AND ACCUMULATION.

5.2.2 COLD STORAGE FACILITY, WHEREVER REQUIRED, SHALL BE PROVIDED TO RAW, PROCESSED / PACKED FOOD ACCORDING TO THE TYPE AND REQUIREMENT.

5.2.3 SEGREGATION SHALL BE PROVIDED FOR THE STORAGE OF RAW, PROCESSED, REJECTED, RECALLED OR RETURNED MATERIALS OR PRODUCTS WHICH WILL BE DISTINGUISHABLY MARKED AND SECURED. RAW MATERIALS AND FOOD SHALL BE STORED IN SEPARATE AREAS FROM PRINTED PACKAGING MATERIALS, STATIONARY, HARDWARE AND CLEANING MATERIALS / CHEMICALS.

PRODUCT HANDLING: 5.2 Storage of Raw Materials & Food

5.2.4 Raw food, particularly meat, poultry and seafood products shall be cold stored separately from the area of work-in-progress, processed, cooked and packaged products. The conditions of storage in terms of temperature and humidity requisite for enhancing the shelf life of the respective food materials / products shall be maintained.

5.2.5 Storage of raw materials, ingredients, work-in-progress and processed / cooked or packaged food products shall be subject to FIFO (First in, First Out), FEFO (First Expire First Out) stock rotation system as applicable.

5.2.6 Containers made of non-toxic materials shall be provided for storage of raw materials, work-in-progress and finished / ready to serve products. The food materials shall be stored on racks / pallets such that they are reasonably well above the floor level and away from the wall so as to facilitate effective cleaning and prevent harbouring of any pests, insects or rodents.

PRODUCT HANDLING:

5.3 Food Processing / Preparation, Packaging and Distribution / Service

5.3.1.Time and temperature control

5.3.1.1 The Food Business shall develop and maintain the systems to ensure that time and temperature are controlled effectively where it is critical to the safety and suitability of food. Such control shall include time and temperature of receiving, processing, cooking, cooling, storage, packaging, distribution and food service upto the consumer, as applicable.

5.3.1.2 Whenever frozen food / raw materials are being used / handled / transported, proper care should be taken so that defrosted / thawed material are not stored back after opening for future use.

5.3.1.3 If thawing is required then only required portion of the food should be thawed at a time.

5.3.1.4 Wherever cooking is done on open fire, proper outlets for smoke/steam etc. like chimney, exhaust fan etc. shall be provided.

PRODUCT HANDLING: 5.4 Food Packaging

5.4.1 Packaging materials shall provide protection for all food products to prevent contamination, damage and shall accommodate required labelling as laid down under the FSS Act & the Regulations there under.

5.4.2 For primary packaging (i.e packaging in which the food or ingredient or additive comes in direct contact with the packaging material), only Food grade packaging materials are to be used . For packaging materials like aluminium plastic and tin, the standards to be followed are as mentioned under the FSS Regulations and rules framed there under.

5.4.3 Packaging materials or gases where used, shall be non-toxic and shall not pose a threat to the safety and suitability of food under the specified conditions of storage and use.

TRANSPORT: 5.5 Food Distribution / Service

5.5.1 All critical links in the supply chain need to be identified and provided for to minimize food spoilage during transportation. Processed / packaged and / or ready-to-eat food shall be protected as per the required storage conditions during transportation and / or service.

5.5.2 Temperatures and humidity which are necessary for sustaining food safety and quality shall be maintained. The conveyances shall be designed, constructed and maintained in such manner that they can effectively maintain the requisite temperature, humidity, atmosphere and other conditions necessary to protect food ¹Hkkx III—[k.M 4º Hkkjr dk jkti=k % vlk/kj.k 93 conveyances and / or containers used for transporting / serving foodstuffs shall be non toxic, kept clean and maintained in good condition in order to protect foodstuffs from any contamination.

5.5.3 Receptacles in vehicles and / or containers shall not be used for transporting anything other than foodstuffs where this may result in contamination of foodstuffs. Where the same conveyance or container is used for transportation of different foods, or high risk foods such as fish, meat, poultry, eggs etc., effective cleaning and disinfections shall be carried out between loads to avoid the risk of cross-contamination. For bulk transport of food, containers and conveyances shall be designated and marked for food use only and be used only for that purpose.

Food Testing Facilities

- 7.1 A well equipped, laboratory for testing of food materials / food for physical, microbiological and chemical analysis in accordance with the specification/standards laid down under the rules and regulations shall be in place inside the premise for regular / periodic testing and when ever required.
- 7.2 In case of any suspicion or possible contamination, food materials / food shall be tested before dispatch from the factory.
- 7.3 If there is no in house laboratory facility, then regular testing shall be done through an accredited lab notified by FSSAI . In case of complaints received and if so required, the company shall voluntarily do the testing either in the inhouse laboratory or an accredited lab or lab notified by FSSAI.

Cleaning & Maintenance

- 9.1.1 **A cleaning and sanitation programme** shall be drawn up and observed and the **record thereof** shall be properly maintained, which shall indicate specific areas to be cleaned, cleaning frequency and cleaning procedure to be followed, including equipment and materials to be used for cleaning. Equipments used in manufacturing will be cleaned and sterilized at set frequencies.
- 9.1.2 **Cleaning chemicals** shall be handled and used carefully in accordance with the instructions of the manufacturer and shall be **stored separately away from food materials**, in clearly identified containers, to avoid any risk of contaminating food.

Audit, Documentation & Records

8.1 A periodic audit of the whole system according to the SOP shall be done to find out any fault / gap in the GMP / GHP system.

8.2 Appropriate records of food processing / preparation, production / cooking, storage, distribution, service, food quality, laboratory test results, cleaning and sanitation, pest control and product recall shall be kept and retained for a period of one year or the shelf-life of the product, whichever is more.

ANUPAMA BALASAHEB PATIL

ASSISTANT COMMISSIONER OF FOOD & DESIGNATED OFFICER

GREATER MUMBAI, FDA, MAHARASHTRA

THANK YOU